

- STEP 1: Activate your Southeast Key
- STEP 2: Log into portal.semo.edu and bookmark it using the Southeast key you just activated.
- STEP 3: Log into Moodle. Moodle is our Learning Management System, it's the software that runs your online courses.
  - Navigate to learning.semo.edu
  - Log in with your Southeast Key and log back out
- STEP 4: Email Southeastonline@semo.edu or call 573-651-2766 notifying us of your acceptance to Southeast. Please include your major and Southeast ID number (S0XXXXXXX), if unknown, please include your date of birth and middle initial. You will then be enrolled in our Online Orientation, instructions to access it will be sent to your Southeast email.
- STEP 5: Fill out the FAFSA to see if you qualify for government financial aid or loans and be automatically considered for scholarships.
- STEP 6: Check your Southeast email frequently for the instructions on how to complete the online orientation.
- STEP 7: Complete the Online Orientation and follow the instructions for contacting your Advisor. Your Advisor will email you advising information within 5 business days. Please watch the video below on what you can expect during your advising at Southeast Online
- STEP 8: Review the minimum or recommended system requirements to make sure you are ready to start your online courses!